



American Embassy, Manama ♦ Human Resources Office

## **JOB VACANCY ANNOUNCEMENT BUDGET ANALYST/SENIOR VOUCHER EXAMINER**

**Announcement Number: 09-16**

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<b>OPEN TO</b>	All Interested Candidates
<b>POSITION:</b>	<b>Budget Analyst / Senior Voucher Examiner</b> ( <i>Position # 100163</i> )
<b>OPENING DATE:</b>	Wednesday, April 15, 2009
<b>CLOSING DATE:</b>	Wednesday, April 29, 2009
<b>WORK HOURS:</b>	Full-time; 40 hours/week
<b>SALARY:</b>	<p>- For persons Ordinarily Resident (OR*) in Bahrain: BD 10,539/year (BD 878.250/month) starting salary, including allowances (position grade <b>FSN-08</b>). Applicants ordinarily resident in Bahrain must possess Bahraini government work and/or residency permits to be eligible for consideration</p> <p>- For EFMs* and persons Not Ordinarily Resident (NOR*) in Bahrain: Position grade <b>FP-06</b>; salary is in US Dollars based on the US pay plan. See the HR section for more details. <i>All FP position grades are determined by HR in Washington DC</i></p>
<b>BENEFITS:</b>	Excellent working conditions; 5-day workweek; pay for performance increases; premier worldwide medical insurance coverage for employee and family; 26 work days of annual leave per year; 20 holidays per year (American and Bahraini); optional retirement plan; ample opportunity for on-line/classroom training and personal development

The Financial Management Office of the American Embassy in Manama is seeking candidates for employment for the position of Budget Analyst/Senior Voucher Examiner.

### **BASIC FUNCTION OF THE POSITION**

This position operates under the general supervision of and reports directly to the Financial Specialist; performs accounting duties of complex scope and complexity in analyzing and coordinating assigned segment or special accounts within the Embassy accounting system; applies accounting principles, theories and practices to the development of new practices or modification of existing practices as specified by the US Government Appropriation laws and /or to the solution of ICASS finance and budget related issues and problems; reviews and edits travel and transportation vouchers.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office, extension x2937.

### **QUALIFICATIONS REQUIRED**

**Note:** *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

1. **Education:** An Accounting degree from a recognized University is required.
2. **Experience:** At least 3 years of work experience in a medium sized accounting department with demonstrated exposure to the application of Generally Accepted Accounting Principles is required.

3. **Language:** Level 3 (Proficient ) spoken/written English, including ability to read, understand and interpret USG regulations and directives and communicate via telephone and email, with principals in Washington DC and in the Financial Service Centers in Bangkok and Charleston is required.
4. **Knowledge:** Adequate technical skills to work with PC based financial accounting software packages like General ledger and accounts payable modules, in particular are required; possess a sound knowledge of Microsoft Excel and other Microsoft Office applications (Word, ACCESS and PowerPoint) also required.
5. **Abilities & Skills:** Good communication skills in order to effectively communicate with American and local employees and with headquarters support staff is required; ability to work effectively in a team environment is required; possess superior interpersonal skills to be able to work productively with a diverse group of staff is required; ability to work independently with minimum supervision is required.

### **SELECTION PROCESS**

When fully qualified, U.S. citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate addresses the required qualifications above in the application. A USEFM does not have to be residing in Bahrain to be considered, but the sponsoring officer must be officially assigned to post.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of “needs improvement” or “unsatisfactory” on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Current “not ordinarily resident employees” hired under a Personal Services Agreement are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

### **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Optional Application for Federal Employment (OF-612); **or**
2. A current resume or *curriculum vitae* that provides the same information as an OF-612; **plus**
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application;
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above;
5. List any family members who are currently employed at the Embassy. Any omission in this area, either intentional or accidental, may be grounds for dismissal.

### **SUBMIT APPLICATION TO**

Human Resources Office

Attention: Vacancy Announcement 09-16

U.S. Embassy Manama-Bahrain/P.O. Box 26431/Bahrain

Telephone: 17-242-700 /Fax: 17-242-807

E-mail: [ManamaHRO@state.gov](mailto:ManamaHRO@state.gov)

### **\* DEFINITIONS**

**Ordinarily Resident (OR):** A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

*All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).*

**Not Ordinarily Resident (NOR):** An individual who:

- Is not a citizen of the host country; and,

- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

*NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan (LCP).*

**U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- Spouse or unmarried child at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan, and either: (1) resides at the sponsoring employee's or uniformed service member's post of assignment abroad; or (2) resides at an Involuntary Separate Maintenance Allowance location authorized under 3 FAM 3232.2.

**Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

**Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.
- A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

**CLOSING DATE FOR THIS POSITION IS WEDNESDAY, APRIL 29, 2009**

**The American Embassy in Manama, Bahrain provides equal opportunity and fair and equitable treatment in employment to all people without regards to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal opportunity in all personnel operations through continuing diversity enhancement programs.**

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Approved: MGT: GNavadel; Cleared HRO: JDavies; FMO: HDesjardins